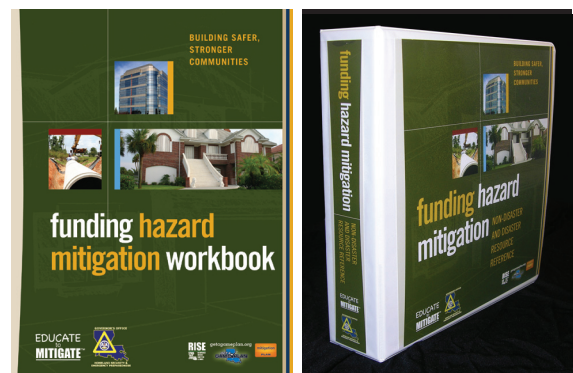# instruction guide

**FUNDING HAZARD MITIGATION WORKBOOK
AND FUNDING HAZARD MITIGATION
NON-DISASTER AND DISASTER RESOURCE REFERENCE**

INTRODUCTION

The *Funding Hazard Mitigation Workbook (Workbook)* and the *Funding Hazard Mitigation Non-Disaster and Disaster Resource Reference* (*Resource Reference* binder) were developed by the Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) Community Education and Outreach (CEO) Team. The *Workbook* and *Resource Reference* binder are tools created for a series of workshops hosted by GOHSEP to increase awareness, interest and access to important hazard mitigation funding resources for Louisiana parishes and communities. They are provided here as stand-alone training materials for use outside of the workshop environment.

HAZARD MITIGATION

Any sustained actions taken to *reduce* or *eliminate future* risk to people and property from natural and man-made disasters.

Workbook and *Resource Reference* binder in action at GOSHEP-hosted workshops across the state.

FUNDING HAZARD MITIGATION WORKBOOK AND
FUNDING HAZARD MITIGATION NON-DISASTER AND DISASTER
RESOURCE REFERENCE

The *Workbook* and *Resource Reference* binder are used together and articulate the framework necessary for successfully completing hazard mitigation grant applications.

Funding Hazard Mitigation Workbook

There are five major sources of mitigation funding called **the big 5**. They include:

- **Four non-disaster grants awarded on an annual basis using federal funds:**
  - › Pre-Disaster Mitigation (PDM)
  - › Flood Mitigation Assistance (FMA)
  - › Repetitive Flood Claims (RFC)
  - › Severe Repetitive Loss (SRL)
- **One post-disaster mitigation grant program**
  - › Hazard Mitigation Grant Program (HMGP)

the big 5

There are also a host of other federal mitigation-related funding resources. The *Workbook* provides an overview of:

- Available hazard mitigation grants
- The importance of mitigation planning in the funding process
- Other federal mitigation-related resources
- Who is eligible to apply for mitigation-specific grants
- What projects are eligible for funding
- An explanation of the grant cycles
- An overview of the application process

Funding Hazard Mitigation Non-Disaster and Disaster Resource Reference

Once prospective users have the "big picture" of funding opportunities, they sometimes need a greater level of instruction on how to access these important resources. The *Resource Reference* binder provides detail regarding:

- Available grants and other mitigation-related funding and technical assistance resources
- The necessity of mitigation planning and Benefit Cost Analysis (BCA) in completing a grant application
- Application and grant management processes including procurement

It includes each of the PowerPoints used in the GOHSEP-hosted workshops, instructions on how to apply for grants, sample Scope of Works (SOWs), sample request for payment forms and more. (See the Table of Contents for a comprehensive listing of the *Resource Reference* binder materials.)

Sequencing of Material

- **Introduction to hazard risk in Louisiana**
- **Workshop #1: Hazard Mitigation Assistance (HMA) and Planning (also called Mitigation 101)**
  - › Mitigation planning
  - › Introduction of **the big 5** mitigation grants
- Four non-disaster grants :
  - › Pre-Disaster Mitigation (PDM)
  - › Flood Mitigation Assistance (FMA)
  - › Repetitive Flood Claims (RFC)
  - › Severe Repetitive Loss (SRL)
- Post-disaster grant program: Hazard Mitigation Grant Program (HMGP)
  - › Overview of other federal mitigation-related resources
  - › Overview of Benefit Cost Analysis (BCA)

- Workshop #2: Application Process
  - › Overview of the application process
  - › Scope of Work (SOW) development and hands-on exercise
  - › Budget development and hands-on exercise
- **Workshop #3: Now That Your Project is Funded . . .**
  - › Overview of grant management
  - › Summary of best practices for procurement
  - › Reporting and documentation requirements
  - › Hands-on exercise
- **How to Meet the Match**

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instruction guide FUNDING HAZARD MITIGATION WORKBOOK AND
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INSTRUCTION GUIDE

This *Instruction Guide* is organized around the workshop format and provides step-by-step guidance to help users of the *Workbook* and *Resource Reference* binder.

❑ **Step 1**

The *Funding Hazard Mitigation Workbook (Workbook)* should be **read first**.

❑ **Step 2**

Once readers have a clear understanding of **the big 5** mitigation grants and grant programs, they are ready to move on to the *Funding Hazard Mitigation Non-Disaster and Disaster Resource Reference (Resource Reference* binder).

❑ **Step 3**

Review the table of contents at the front of the *Resource Reference* binder for an overview.

❑ **Step 4**

Review the PowerPoint entitled ***Hazard/Risks Overview***. This PowerPoint discusses the hazards we face in Louisiana and associated risk. It also discusses the federal resources that are available to the state so that Louisiana communities can implement projects (mitigation projects) that help them become more resilient and better able to withstand future disasters. Hazards identified in the *State Hazard Mitigation Plan (SHMP)* are:

- **Natural Hazards**
  - › Flood
  - › Hail Storm
  - › High Winds-Hurricane
  - › High Winds-Tornado
  - › Ice Storm
  - › Storm Surge
  - › Subsidence
  - › Wildfire

- **Man-Made Hazards**
  - › Dam Failure
  - › Levee Failure
  - › Hazardous Material Incident

Workshop #1: Hazard Mitigation Assistance (HMA) And Planning
(also called HMA 101)

❑ **Step** **5**

Turn to the tab in the *Resource Reference* binder entitled **Workshop #1: Hazard Mitigation Assistance (HMA) and Planning**. This workshop has several segments:

- *Hazard Mitigation Planning* PowerPoint
- Graphic representation of **the big 5**
- *The Other HMGP* PowerPoint
- *Other Mitigation-Related Federal Funding Resources* PowerPoint
- *Benefits Cost Analysis (BCA)* PowerPoint

Review carefully. Together, they provide the framework and necessary foundation and knowledge base for creating a successful mitigation grant application.

❑ **Step** **6**

Review the PowerPoint entitled *Hazard Mitigation Planning*. Mitigation funding is predicated on mitigation planning. **Funding for hazard mitigation projects through the hazard mitigation assistance programs is not considered unless local communities have mitigation plans in place.** We are pleased to report that every Louisiana parish has a hazard mitigation plan and several municipalities either have plans or have expressed an interest in developing a mitigation plan.

This PowerPoint takes readers through the hazard mitigation planning process and its underlying principles. More information on the hazard mitigation planning process is included in the *Workbook* on page 4 and a diagram identifying the best-practices composition of local hazard mitigation planning teams can be found in the resources section of the *Reference Resource* binder.

Risk and other maps are important tools in hazard mitigation planning. How to use maps is discussed in this PowerPoint. Maps for each of the nine GOHSEP regions across the state and statewide composite risk maps are located in the resources section of the *Resource Reference* binder. **Because mapping information changes over time, please contact your local Office of Emergency Preparedness (OEP) Director or go to www.lamappingproject.com and http://lamp.lsuagcenter.com for current mapping information.**

❏ **Step 7**

Immediately following this PowerPoint you will find two FEMA publications that further discuss mitigation planning and tribal mitigation planning. Read these publications.

❏ **Step 8**

Review the PowerPoint entitled *Non-Disaster Hazard Mitigation Grants*. This PowerPoint expands the discussion of **the big 5** hazard mitigation funding resources. It focuses on the four non-disaster hazard mitigation grant programs, entities that can apply, what projects are eligible, funding cycles and local match requirements. It also identifies which grants require a paper application and which need to be submitted through the web-based *eGrants* system.

The current funding cycle for the non-disaster hazard mitigation grants is found on pages 21 and 22 of the *Workbook*. A chart identifying eligible applicants, how individuals can apply and eligible activities and projects are found on page 10 of the *Workbook* and on the **getagameplan.org** website in the Mitigation Plan section.

getagameplan.org

❏ **Step 9**

Review the PowerPoint entitled *Hazard Mitigation Grant Program (HMGP)*.
This PowerPoint expands the discussion of the fifth funding program — the Hazard Mitigation Grant Program (HMGP) available after a Presidentially-declared disaster. It also details who can apply, what projects are eligible, funding cycles and local match requirements. The funding cycle for the HMGP program is also found on pages 21 and 22 of the *Workbook*. A chart identifying eligible applicants, how individuals can apply and eligible activities and projects is found on page 10 of the *Workbook* and on the **getagameplan.org** website in the Mitigation Plan section.

❏ **Step 10**

Review the PowerPoints entitled *The Other HMGP* and *Other Mitigation-Related Federal Funding Resources*. It is important that users know that there are other mitigation-related funding and technical assistance resources available to local communities within the federal family of agencies.

These two PowerPoints identify other federal mitigation-related resources and discuss "the other HMGP" targeting resources to homeowners. The *Workbook* also provides a short list of other federal mitigation-related programs on pages 6 – 9 along with a website for more information on the programs listed and access to the *Disaster Assistance: A Guide to Recovery Programs* publication.

❑ **Step 11**

Review the PowerPoint entitled *Benefits Cost Analysis (BCA)*. BCAs are necessary for the evaluation of grant application eligibility so it is important the prospective applicants know what a BCA is and how it is calculated. This PowerPoint provides a "layman's" discussion, along with samples, of how to calculate a BCA.

Workshop #2: Application Process

❑ **Step 12**

Turn to the tab in the *Resource Reference* binder entitled **Workshop #2: Application Process**.

Review the PowerPoints entitled *Application Types* and *Application Exercise*. **At this point, users of the *Workbook* and *Resource Reference* binder should have the knowledge base necessary to begin an application.**

This segment reminds users there are two applications — paper and web-based (*eGrants*) — and which apply to which grants. It provides users with a sample paper application noting that the information required is similar to the information required when using the *eGrants* system.

This PowerPoint includes a hands-on exercise that takes users through two critical components of the application process:

- How to develop a Scope of Work (SOW)
- How to develop a budget

An Application Checklist is also provided. It is used to evaluate the completeness of an application before submitting it to GOHSEP for review. **Sample Project Descriptions, Budgets, Milestones** and **Feasible Alternatives** are provided for the following types of projects:

- Drainage
- Elevation
- Wind Retrofit
- Pilot Reconstruction
- Acquisition

Workshop #3: Now That Your Project is Funded . . .

❏ Step **14**

Turn to the tab in the *Resource Reference* binder entitled **Workshop #3: Now That Your Project is Funded . . .**

Review PowerPoints entitled *Now That Your Project is Funded . . ., Project Implementation Overview* and *Project Closeout Overview*. This series of PowerPoints discusses the project implementation and grant management processes, includes the need for site visits, identifies payment processes (advances and reimbursements) and required documentation. This section also includes sample award and close out letters, checklists, grant agreement, extension requests, quarterly report form and a certificate of a project completion sample.

SPECIAL PRESENTATION: How to Meet the Match

❏ Step **15**

Turn to the tab in the *Resource Reference* binder entitled **How to Meet the Match**.

Review the PowerPoint entitled *Meeting the Match*. Local communities and governing authorities sometimes have limited budget resources. When faced with making a local match for a grant application, they sometimes do not feel it is possible to write that check. This presentation defines match (the non-federal share of funding needed) and discusses alternative ways to meet the match. It includes seven examples of meeting the match that do not require the local governing authority to write a check.

This presentation also notes there are additional ways that a match can be made and encourages prospective applicants to contact GOHSEP for assistance.

ADDITIONAL INFORMATION

The *Resource Reference* binder provides a glossary of commonly used terms, biographical sketches, a checklist for hiring a contractor and graphics that help explain key concepts.

CONGRATULATIONS!

You have successfully worked through the *Workbook* and the *Resource Reference* binder and are ready to put hazard mitigation grant resources to work for your parish.

IMPORTANT NOTES

- Contact information noted in the *Workbook* and *Resource Reference* binder may change over time. If you have problems accessing any of those noted, please call **Jeffrey Giering, Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), Hazard Mitigation Section Chief at 225-267-2516** for current information.

- For more information regarding the *Workbook* and *Resource Reference* binder please contact **Steve Garcia, Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), Group Leader - Hazard Mitigation at 225-267-2644 or email at steven.garcia@la.gov**.